

**BID FORM FOR SNOW REMOVAL**  
**Essex Elementary School**

Date: December 6, 2021

To: All Prospective Bidders

Subject: **5 Year Snowplowing and Sanding Bid**

Essex Elementary School is seeking bids for snow plowing from November 1, 2021 through April 30 2026 seasons. A five year contract. The bid procedure, delivery, quantity, specifications and pertinent information are detailed in the attached documents. Bids are to be submitted in a sealed envelope marked: **Snowplowing**

**To:**

Essex Elementary School  
108 Main Street  
Centerbrook, CT 06409  
Attn: Mrs. Jennifer Tousignant, Principal

**Time:**

**All Bids must be submitted no later than 3:00 PM on Monday, December 13, 2021**

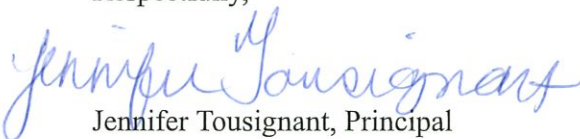
Sealed bids will be accepted by mail, private carrier or hand delivered as long as the document is received at Essex Elementary School prior to time and date specified.

Essex Elementary School may reject any or all bids, in whole or in part, that it deems to be in the best interest of the school.

Essex Elementary School is an Equal Opportunity Employer.

Any questions concerning the enclosed bid documents should be directed to Thomas Fitzgerald, Facilities Manager: [tfitzgerald@reg4.k12.ct.us](mailto:tfitzgerald@reg4.k12.ct.us)

Respectfully,

  
Jennifer Tousignant, Principal

# **BID FORM FOR SNOW REMOVAL**

## **Essex Elementary School**

### **SPECIFICATIONS**

for

### **Snow Plowing, Essex Elementary School**

#### **Intent:**

The purpose of this bid is to contract for snow removal and Magic Salt services for the specified period.

Bid Form A: is priced for individual storms per inch and Magic Salt by the ton.

Bid Form B: is for a contract price regardless of the amount of snow or frequency of storms for a specified time frame. Sanding with Magic Salt.

#### **Basis of Award:**

Essex Elementary School intends to award the bid to the lowest qualified responsive and responsible bidder.

Essex Elementary School further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive any and all informality or technical defects, if, in its judgment, the best interest of the school will be so served.

#### **Contract Period:**

Prices offered on the proposal schedule shall be for the specified period. (November 1, 2021 to April 30, 2026)

Essex Elementary School and the contractor, by mutual agreement, may extend the contract for up to two additional years.

#### **General:**

Interested bidders are encouraged to make an appointment with Tom Fitzgerald to visit and inspect the school site before submitting a bid in order to familiarize themselves with work requirements. Additional information, if required, may be obtained from the Facilities Manager at: [tfitzgerald@reg4.k12.ct.us](mailto:tfitzgerald@reg4.k12.ct.us) Failure to visit the school will not relieve the contractor of their obligation to confirm their ability to perform the work indicated in the specifications. It is the contractor's responsibility to meet all state and federal regulations.

#### **Scope of Work:**

Furnish all equipment, vehicles, labor and supervision to perform the following:

1. Plow & remove snow from roadway entrances, parking lots, and other areas as listed and specified herein.  
**No Walks are included in this contract. Walks will be cleared by the school Maintenance Dept.**

All areas requiring snow removal shall be completed by 7 AM on days when school is in session. On non-school days, weekends, holidays, or when schools are cancelled due to snow, schools will be kept plowed out during storms to allow for emergency vehicle access and fully cleared upon the completion of the storm.

<p style="text-align: center;"><b>BID FORM FOR SNOW REMOVAL</b> <b>Essex Elementary School</b></p>
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Scope of Work (cont.)

Snow removal and Magic Salt application for events that may be scheduled on weekends, or days when school is not in session, will be coordinated with the contractor and school personnel.

Snow shall be directed **away from buildings and sidewalks** and moved to the outside areas of parking lots, or to an area as designated by the School Maintenance Department.

Areas requiring snow plowing are to be properly staked prior to the start of each snow season by the contractor.

2. Sanding all areas with Magic Salt, before or after removal of snow. Sanding of all areas that have had snow removal shall be done immediately after removal of all snow and final cleanup. Additional sanding or more frequent sanding shall be done if so directed by the Facilities Manager.

3. Sanding all areas after ice storms or other conditions that create pavement icing.

In the event of slippery conditions due to ice storms, freezing rain, or icy conditions, sanding shall be as needed. The Maintenance Department may order sanding at any time, if in her/his judgment she/he feels it is required in order to maintain safe driving and walking conditions. Sanding or spreading of salt shall be done by mechanical spreaders attached to the rear of the trucks.

4. Spot sanding shall be performed where runoff from melted snow has frozen. This sanding shall be done daily, if need be, and completed prior to school opening (7 AM) or any other event taking place at the school.
5. It is the contractor's responsibility to meet all state and federal regulations.

Equipment to be used:

- Trucks shall be equipped with the capability of plowing snow and sanding under all storm conditions. All maintenance, supplies, equipment and spares, fuel, lubrication, vehicle repairs, etc. and necessary service facilities shall be provided by the contractor.
- Contractor shall have sufficient primary and backup equipment to ensure completion of work.
- All vehicles being used in this contract must be owned by, and registered to, the contractor awarded the contract, and all vehicles must be manned and operated by employees of said contractor. **No** hiring of outside vendors will be allowed for these services.
- Equipment to be used for this contract may be inspected by the Facilities Manager prior to awarding of the contract, and at any other time she/he feels is necessary.
- Provisions may be made to store equipment on site if so desired by the contractor.
- If the Contractor causes a delay of opening or a closure of school due to not removing snow or ice, it will be to declare the contract with Essex Elementary School to be null and void.

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Accidents and Damages:

- The contractor shall report all accidents involving injury or major damage immediately after occurrence to the Essex Police Department and the building Principal/Administrator.
- Damage to curbing, pavement, grates, guardrails, etc. shall be reported at the earliest opportunity, but not later than 8 hours after occurrence.
- Damages noted above are to be repaired by the contractor as soon as possible after occurrence. Final payment will not be made until all repairs have been completed and approved by the Facility Director.
- Damage to private vehicles must be reported to the Police.

Payment to Contractor:

- The contractor shall submit to Essex Elementary School her/his invoice for work completed at the end of each month. Invoices shall be paid within 30 days of receipt.

Service Contractor Requirements:

- Contractor must provide twenty-four (24) hour service and maintain a telephone service for response to emergency service calls, 24 hours a day, 7 days a week. Communication from office to workers in the field must be maintained by body beepers, cell phone, text, or other related communication equipment in order to make immediate response to emergency calls.

Contracted Areas:

Specific areas to be plowed at school are as indicated herein with special conditions as noted.

Essex Elementary School  
108 Main Street  
Centerbrook, CT 06409

- All paved driveways, around school buildings
- All paved parking lots in playground area
- Fire access road around back of building

# **BID FORM FOR SNOW REMOVAL**

## **Essex Elementary School**

### **GENERAL TERMS AND CONDITIONS**

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

#### **Taxes:**

Essex Elementary School is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder upon request.

#### **Award:**

The Principal and Facilities Manager reserve the right to make an award which, in her/his judgment and recommendation from the Maintenance Departments, following bid evaluations, best meets the specifications and is deemed in the best interest of the school.

Essex Elementary School further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive any and all informality or technical defects, if, in its judgment, the best interests of the school will so be served.

#### **Hold Harmless & Indemnification Agreement:**

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify Essex Elementary School, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

#### **Non Discrimination Clause:**

The Contractor hereby agrees that neither she/he nor her/his subcontractors will refuse to hire or employ, bar or discharge from employment, an individual or to discriminate against him in compensation, or in terms, conditions or privilege of employment because of race, color, religious creed, age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.

#### **Liability Insurance:**

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A Certificate of Insurance evidencing this fact that the contractor has secured the required insurance shall be filed with Essex Elementary School at the time of the execution of this contract. The Certificate of Insurance shall evidence the required coverage and name Essex Elementary School and the Board of Education as additional insured parties. This should be shown under the description of the operations portion of the Certificate of Insurance. All certificates should also indicate a notice of cancellation complying with state statute.

<p style="text-align: center;"><b>BID FORM FOR SNOW REMOVAL</b> <b>Essex Elementary School</b></p>
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General Terms and Conditions (cont.)

Minimum Requirements for Certificate of Insurance

A. Commercial General Liability

- General Aggregate: \$1,000,000.00
- Product/Completed Operations Aggregate: \$1,000,000.00
- Occurrence Aggregate: \$1,000,000.00

B. Automobile Liability

- Liability Limit: \$1,000,000.00

C. Workers Compensation & Employers Liability

- Per Connecticut Statutes
- A contract issued as the result of a bid shall not be considered exclusive. Essex Elementary School reserves the right to contract with other vendors for similar services when deemed appropriate.

Stipulations:

Essex Elementary School maintains the right to withhold payment for unsatisfactory materials and/or performance until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, Essex Elementary School may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. Essex Elementary School reserves the right to cancel the contract at any time with no cost. Cancellation due to poor performance or violation of law shall be immediate. Cancellation due to budget constraints or reasons other than unsatisfactory performance shall be upon thirty (30) days written notice.

# **BID FORM FOR SNOW REMOVAL** **Essex Elementary School**

## **BID FORM A**

The undersigned \_\_\_\_\_, doing business in the City/Town of \_\_\_\_\_, submits herewith, in conformity with the general terms and conditions and specifications for the Essex Elementary School Snow Plowing Bid.

SNOW REMOVAL		Year 1	Year 2	Year 3	Year 4	Year 5
1"- 3" of snow	\$ Per/Event					
3"- 6" of snow	\$ Per/Event					
6"- 9" of snow	\$ Per/Event					
9" - 12" of snow	\$ Per/Event					
Materials: Magic Salt	\$ Per Ton					
Materials:	\$ Per Yard					

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
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Company Name	Doing Business As (Trade Name)		
Business Address	City	State	Zip Code
Signature of Person Authorized to Sign This Bid	Title	Date	
Print Name of Signer	Phone	Fax	
Further information and references on any individual or company placing a bid may be required by Regional School District#4 prior to the awarding of a bid.			

# BID FORM FOR SNOW REMOVAL

## Essex Elementary School

### BID FORM B

This Bid Form is for an optional bid for snow removals and Magic Salt application. This price will include all snow removal and Magic Salt application from November 1, 2021 through April 30, 2026 . This is an all inclusive contract. Contractor is responsible for removing all snow regardless of the amount or frequency of storm and the application of Magic salt to all parking lots, playground and entryways to Essex Elementary School.

The undersigned \_\_\_\_\_, doing business in the City/Town of \_\_\_\_\_, submits herewith, in conformity with the general terms and conditions and specifications for the Essex Elementary School Snow Plowing Bid.

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services at the prices bid herein.

I, \_\_\_\_\_ Submit a Bid of \$ \_\_\_\_\_ for the total length of the five year contract. All snow removal and Magic Salt application the the Essex Elementary School parking lots, black top area and driveway entry. For the time period of November 1, 2021 to April 30, 2026 regardless of the amount of snow or Magic Salt applications or frequency of storms or icing conditions that occurred during that time period. Contract will be paid out in 4 equal payments in a payment schedule agreeable to both Contractor and School.

YEAR 1	Nov 1, 2021 - Apr 30, 2022	\$
YEAR 2	Nov 1, 2022 - Apr 30, 2023	\$
YEAR 3	Nov 1, 2023 - Apr 30, 2024	\$
YEAR 4	Nov 1, 2024 - Apr 30, 2025	\$
YEAR 5	Nov 1, 2025 - Apr 30, 2026	\$

Type of Business | ☐ Proprietorship | ☐ Partnership | ☐ Sub Chapter S Corp. | ☐ Corporation

Company Name	Doing Business As (Trade Name)		
Business Address	City	State	Zip Code
Signature of Person Authorized to Sign This Bid	Title	Date	
Print Name of Signer	Phone	Fax	
Further information and references on any individual or company placing a bid may be required by Regional School District#4 prior to the awarding of a bid.			



**BID FORM FOR SNOW REMOVAL**  
**Essex Elementary School**

**Snowplowing and Sanding Bid**

☐ BID FORM A SNOW REMOVAL AND MAGIC SALT AWARDED

☐ BID FORM B SNOW REMOVAL AND MAGIC SALT AWARDED

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

By: (Print Name): \_\_\_\_\_

(Bidder Signature): \_\_\_\_\_

Title: \_\_\_\_\_

This contract is awarded to: \_\_\_\_\_

Date: \_\_\_\_\_

By : \_\_\_\_\_

*Region 4 Schools, Superintendent Brian White*